

Public Health and Hospital Emergency Program (PHHEP) Finance and Administrative Assistant (FSM DHSA) Pohnpei [open until filled] (

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the position of **Public Health and Hospital Emergency Program (PHHEP) Finance and Administrative Assistant**, FSM National Government at the Department of Health and Social Affairs.

Duties & Responsibilities:

Provide administrative support and provide financial planning and ensure efficient operation of the PHHEP Program; Provide budget details as required, prepare expenditures plans and allotments for the CDC PHEP and ASPR HPP and other PHHEP grants; oversee expenditures for the grants; Provide with routine financial and administrative tasks required of the PHHEP project; Provide and keep an electronic Financial Master Log on all PHHEP Program accounts, including PHEP and HPP Base grants and any additional supplemental or Crisis Response Grants and provide monthly updates and reconciliation of accounts to PHHEP Director; keep and maintain a complete tracking system for the CDC base fund and ASPR HPP funds and any other funds that may fall under the jurisdiction of the program as required by the grantor agency and the FSM Government; Provide and conduct regular and periodic review of financial reports to ascertain that all transactions have been properly executed; Provide with process and expedite State and National Requisitions, and fund

authorizations, as well as short-term contractual services; Assist in the overall planning and implementation of the PHHEP program activities; Reconcile PHHEP program accounts with FSM Department of Finance records on a monthly basis; work closely with FSM Department of Finance to ensure all PHHEP program Finance Statement Reports are issued in a timely manner; Assist the project Director in coordination PHHEP related activities and assist other PHHEP program staff with respective program matters; perform other work as assigned.

Qualification Requirements:

Graduation from an accredited college or University with a Bachelor Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial and administrative work.

Salary: A Salary range from \$21,000 per annum depending upon the qualifications of the applicant.

To Apply: Submit resume or application by mail to the following addresses:

Office of Personnel	Department of Health & Social Affairs
P.O. Box PS-35	P.O. Box PS-70
Palikir, Pohnpei FM 96941	Palikir, Pohnpei FM 96941
Phone: (691) 320-2618/2642	Phone: (691) 320-2619/2643
Email: personnel@personnel.gov.fm	Email: health@fsmhealth.fm

The Office of Personnel will be accepting application/resume from today July 30, 2025 until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER